

**MONROE COUNTY  
REQUEST FOR TYPING PERFORMANCE TEST WAIVER**

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Name (Please Print)

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Social Security Number

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Date of Civil Service Exam

The exam you are taking requires a qualifying typing performance test. The exam announcement will inform you of the minimum words per minute required to pass your typing performance test.

**WAIVER AND PROPER DOCUMENTATION MUST BE POSTMARKED OR RECEIVED IN THIS OFFICE NO LATER THAN THIRTY (30) DAYS AFTER THE WRITTEN EXAM.**

If you do not submit documentation within the thirty (30) day time frame, you will be required to take the scheduled typing test. If you submit this waiver but it is not done correctly or the information is incomplete, it will be returned to you. You will then be scheduled for a typing performance test and notified by mail of the time and location.

**I AM REQUESTING A WAIVER OF THE TYPING PERFORMANCE TEST FOR THE BECAUSE:**

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| <input type="checkbox"/> 1. I am taking a Promotional exam and am currently in a position that required a typing performance test.<br><b>NOTE:</b> Promotional exams have an exam number that begins with P (ex: P-71234, PC3WT-0510-03).<br>Current title: _____ Dept or jurisdiction: _____  |
| <input type="checkbox"/> 2. I am currently employed by Monroe County or a public agency or jurisdiction served by the Monroe County Civil Service Commission and presently hold permanent or contingent permanent competitive Status in a title that required a typing performance test at or above the rate of speed required for the Exam I am taking.<br>Current title: _____ Dept or jurisdiction: _____   |
| <input type="checkbox"/> 3. I am providing documentation that I have been successful on a five (5) minute typing performance test at or above the rate of speed required for the exam I am taking with at least a 96% accuracy rate. <ul style="list-style-type: none"><li>• The actual typing test date must be within five (5) years prior to or within thirty (30) days after the written exam.</li><li>• This may be from a high school continuing education, college, business school, employment agency or local civil service agency.</li><li>• Proper documentation consists of: Name, social security number, date of performance test or course completion, speed in words per minute and either number of errors or percentage of accuracy on official letterhead with the signature and title of the person providing the documentation.</li></ul> |

Mail to:

**Monroe County Department of Human Resources  
39 West Main Street, Room 210  
Rochester, New York 14614  
Attention: Joyce**